

PERFORMANCE REQUIREMENTS SUMMARY (PRS) CHART
CONSTRUCTION PRE-APPRENTICESHIP PIPELINE FOR RE-ENTRY POPULATION PILOT PROJECT

The **Performance Requirements Summary (PRS) Chart** is a listing of the minimum required services and performance that will be monitored during the Subaward term. The PRS chart also lists examples of the types of documents that will be used during monitoring, as well as the standards of performance and the acceptable quality level of performance.

All listings of required services or standards used in this Performance Requirements Summary Chart are intended to be completely consistent with the terms and conditions of the Subaward and the Statement of Work (SOW) and are not meant in any case to create, extend, revise, or expand any obligation of the Subrecipient beyond that defined in the terms and conditions of the Subaward and SOW. In any case of apparent inconsistency between required services or Standards as stated in the terms and condition of the Subaward, the SOW, and this Performance Summary (PRS) Chart, the terms and conditions of the Subaward and the SOW will prevail.

Performance Outcomes	Standards	Acceptable Quality Level	Data Source	Remedies For Non-Compliance
Eligibility Documentation	All eligibility documents must be gathered prior to enrollment and receipt of first program service; documentation must be in case files and verification of documentation in CalJOBS.	100%	Case Files; CalJOBS	If Subrecipient performance does not meet the Acceptable Quality Level, the County will have the option to apply the following remedies: 1) Suspension of Payment; 2) Suspension of Subaward; 3) Reduce and reallocate funds; 4) Termination of Subaward; and/or 5) Placement in CARD
Basic Eligibility & Priority Population Enrollment Verification	Subrecipient shall ensure only individuals 18 years or older with justice-involved backgrounds are enrolled with priority given to women parolees or probationers; proper documentation of that status in case files and proper verification in CalJOBS.	100%	Case Files; CalJOBS	If Subrecipient performance does not meet the Acceptable Quality Level, the County will have the option to apply the following remedies: 1) Suspension of Payment; 2) Suspension of Subaward; 3) Reduce and reallocate funds; 4) Termination of Subaward; and/or 5) Placement in CARD
Right to Work Verification	Right to Work Verification must occur prior to enrollment into the CRRP program. All Right to Work documentation is saved in the Case files and documented in CalJOBS.	100%	Case Files; CalJOBS	If Subrecipient performance does not meet the Acceptable Quality Level, the County will have the option to apply the following remedies: 1) Suspension of Payment; 2) Suspension of Subaward; 3) Reduce and reallocate funds; 4) Termination of Subaward; and/or 5) Placement in CARD
Selective Services Registration Verification	Selective Services Registration must be documented prior to enrollment into the CRRP program if male 18 years or older.	100%	Case Files; CalJOBS	If Subrecipient performance does not meet the Acceptable Quality Level, the County will have the option to apply the following remedies: 1) Suspension of Payment; 2) Suspension of Subaward; 3) Reduce and reallocate funds; 4) Termination of Subaward; and/or 5) Placement in CARD
Referrals	Subrecipient shall receive referrals from County and/or approved partners, following the guidelines established by the plan developed by Subrecipient. Subrecipient shall establish and maintain procedures and recordkeeping for all referrals.	100%	Case Files; CalJOBS; referral tracking documents or ARS	If Subrecipient performance does not meet the Acceptable Quality Level, the County will have the option to apply the following remedies: 1) Suspension of Payment; 2) Suspension of Subaward; 3) Reduce and reallocate funds; 4) Termination of Subaward; and/or 5) Placement in CARD
System Navigator	Subrecipient shall create a System Navigator position with duties as specified in Section 6.4 of the SOW.	100%	System Navigator Job Description	If Subrecipient performance does not meet the Acceptable Quality Level, the County will have the option to apply the following remedies: 1) Suspension of Payment; 2) Suspension of Subaward; 3) Reduce and reallocate funds; 4) Termination of Subaward; and/or 5) Placement in CARD

Outreach	Subrecipient shall provide outreach information and assistance to educate partners in the CDCR system and meet with CDCR partners to design and provide outreach information and assistance on quality MC3 training programs and Joint Labor/management Apprenticeship Training Programs in the region, as outlined in Section 10.3 of the SOW.	100%	Outreach Calendar; sign-in sheets	If Subrecipient performance does not meet the Acceptable Quality Level, the County will have the option to apply the following remedies: 1) Suspension of Payment; 2) Suspension of Subaward; 3) Reduce and reallocate funds; 4) Termination of Subaward; and/or 5) Placement in CARD
Pre-Apprenticeship Pipeline	Subrecipient shall work with the trades, unions and other partners to create a system of support services available to transitioning CDCR participants, as stipulated in section 10.4 of the SOW.	100%	Case Files; Worksite List; CalJOBS	If Subrecipient performance does not meet the Acceptable Quality Level, the County will have the option to apply the following remedies: 1) Suspension of Payment; 2) Suspension of Subaward; 3) Reduce and reallocate funds; 4) Termination of Subaward; and/or 5) Placement in CARD
Provision of Supportive Services	Subrecipient shall work with WDACS' Los Angeles County America's Job Centers of California System (LA County AJCCs) to ensure supportive services are addressed for each participant enrolled in this project as stipulated in section 10.6 of the SOW.	100%	Case Files; CalJOBS	If Subrecipient performance does not meet the Acceptable Quality Level, the County will have the option to apply the following remedies: 1) Suspension of Payment; 2) Suspension of Subaward; 3) Reduce and reallocate funds; 4) Termination of Subaward; and/or 5) Placement in CARD
Co-Enrollment	Subrecipient shall work with staff from LA County AJCCs to co-enroll Participants into other workforce development programs, as appropriate, for the individual to receive additional services as stipulated in section 10.9 of the SOW.	100%	Case Files; CalJOBS	If Subrecipient performance does not meet the Acceptable Quality Level, the County will have the option to apply the following remedies: 1) Suspension of Payment; 2) Suspension of Subaward; 3) Reduce and reallocate funds; 4) Termination of Subaward; and/or 5) Placement in CARD
MC3 Pre-Apprenticeship	Subrecipient shall utilize the National Building Trades MC3 training, create a referral system for individuals transitioning from the CDCR to MC3 programs, and develop the successful establishment of the MC3 program, as outlined in Section 10.5 of the SOW.	100%	Referral tracking documents	If Subrecipient performance does not meet the Acceptable Quality Level, the County will have the option to apply the following remedies: 1) Suspension of Payment; 2) Suspension of Subaward; 3) Reduce and reallocate funds; 4) Termination of Subaward; and/or 5) Placement in CARD
Match Resources Requirements	Subrecipient shall provide 100% match of in-kind or cash resources as stated in Section 10.11 and shall provide monthly/quarterly record of in-kind and cash match resources.	100%	Monthly & Quarterly Reports	If Subrecipient performance does not meet the Acceptable Quality Level, the County will have the option to apply the following remedies: 1) Suspension of Payment; 2) Suspension of Subaward; 3) Reduce and reallocate funds; 4) Termination of Subaward; and/or 5) Placement in CARD
Cumulative Performance Outcomes	Subrecipient shall meet or exceed all planned performance outcomes and targets as delineated in Section 15.0 of the SOW.	100%	CalJOBS; Cognos Reports	If Subrecipient performance does not meet the Acceptable Quality Level, the County will have the option to apply the following remedies: 1) Suspension of Payment; 2) Suspension of Subaward; 3) Reduce and reallocate funds; 4) Termination of Subaward; and/or 5) Placement in CARD

Meetings	Subrecipient shall attend all meetings, regardless of format (in-person, WebEx, etc.) as directed by County.	100%	Sign-In Sheets; Roll-Call	If Subrecipient performance does not meet the Acceptable Quality Level, the County will have the option to apply the following remedies: 1) Suspension of Payment; 2) Suspension of Subaward; 3) Reduce and reallocate funds; 4) Termination of Subaward; and/or 5) Placement in CARD
Case File/CalJOBS Data Integrity	All Data Elements (e.g. - enrollment dates, employment dates, demographic elements, etc.) in the Paper Case Files must match Electronic Case Files in CalJOBS.	100%	Case Files; CalJOBS	If Subrecipient performance does not meet the Acceptable Quality Level, the County will have the option to apply the following remedies: 1) Suspension of Payment; 2) Suspension of Subaward; 3) Reduce and reallocate funds; 4) Termination of Subaward; and/or 5) Placement in CARD
CalJOBS Data Input Error Correction	All CalJOBS data input errors are to be addressed and fixed within two days of identification.	100%	CalJOBS; Cognos Reports	If Subrecipient performance does not meet the Acceptable Quality Level, the County will have the option to apply the following remedies: 1) Suspension of Payment; 2) Suspension of Subaward; 3) Reduce and reallocate funds; 4) Termination of Subaward; and/or 5) Placement in CARD
MIS system error corrections	All errors identified in the CalJOBS system must be cleared within 5 business days from the date the listing is provided to the subrecipient.	100%	CalJOBS	If Subrecipient performance does not meet the Acceptable Quality Level, the County will have the option to apply the following remedies: 1) Suspension of Payment; 2) Suspension of Subaward; 3) Reduce and reallocate funds; 4) Termination of Subaward; and/or 5) Placement in CARD
Single Audit	Submit the single audit engagement letter and the subsequent single audit report(s) by the deadlines directed by WDACS.	100%	Subrecipient's Single Audit engagement letter and report(s)	If Subrecipient performance does not meet the Acceptable Quality Level, the County will have the option to apply the following remedies: 1) Suspension of Payment; 2) Suspension of Subaward; 3) Reduce and reallocate funds; 4) Termination of Subaward; and/or 5) Placement in CARD
Cost Allocation Plans	Submit a Cost Allocation Plan within the prescribed timeline.	100%	Subrecipient's Cost Allocation Plan	If Subrecipient performance does not meet the Acceptable Quality Level, the County will have the option to apply the following remedies: 1) Suspension of Payment; 2) Suspension of Subaward; 3) Reduce and reallocate funds; 4) Termination of Subaward; and/or 5) Placement in CARD

Indirect Cost Rate	Submit the Indirect Cost Rate request within the prescribed timeline.	100%	Subrecipient's Indirect Cost Rate Proposal or federally approved rate letter	If Subrecipient performance does not meet the Acceptable Quality Level, the County will have the option to apply the following remedies: 1) Suspension of Payment; 2) Suspension of Subaward; 3) Reduce and reallocate funds; 4) Termination of Subaward; and/or 5) Placement in CARD
Submission of Monthly Invoice	Invoices are submitted via WORKS System by the designated due date with little or no errors; or minor revisions needed.	100%	Monthly Invoice	If Subrecipient performance does not meet the Acceptable Quality Level, the County will have the option to apply the following remedies: 1) Suspension of Payment; 2) Suspension of Subaward; 3) Reduce and reallocate funds; 4) Termination of Subaward; and/or 5) Placement in CARD
Submission of Month DERs or RAIs	Monthly DERs or RAIs are submitted via WORKS System by the designated due date with little or no errors; or minor revisions needed.	100%	Monthly Detailed Expenditure Report/Report of Additional Information	If Subrecipient performance does not meet the Acceptable Quality Level, the County will have the option to apply the following remedies: 1) Suspension of Payment; 2) Suspension of Subaward; 3) Reduce and reallocate funds; 4) Termination of Subaward; and/or 5) Placement in CARD
Submission of Monthly Accruals	Accruals are reported monthly and submitted by designated due date.	100%	Monthly Invoice	If Subrecipient performance does not meet the Acceptable Quality Level, the County will have the option to apply the following remedies: 1) Suspension of Payment; 2) Suspension of Subaward; 3) Reduce and reallocate funds; 4) Termination of Subaward; and/or 5) Placement in CARD
Submission of Yearly Closeout Invoice	Yearly Close-out invoice is submitted by the designated due date with little or no errors; or minor revisions needed.	100%	Year-End Close-out Package	If Subrecipient performance does not meet the Acceptable Quality Level, the County will have the option to apply the following remedies: 1) Suspension of Payment; 2) Suspension of Subaward; 3) Reduce and reallocate funds; 4) Termination of Subaward; and/or 5) Placement in CARD
Submission of Subaward Budget Forms	Yearly Subaward Budget is submitted via WORKS System by designated due date with little or no errors; or minor revisions needed.	100%	Subaward Budget Forms	If Subrecipient performance does not meet the Acceptable Quality Level, the County will have the option to apply the following remedies: 1) Suspension of Payment; 2) Suspension of Subaward; 3) Reduce and reallocate funds; 4) Termination of Subaward; and/or 5) Placement in CARD
Submission of Signed Subaward Documents	Submission of signed subaward documents and/or amendments in a timely manner.	100%	Subaward Documents	If Subrecipient performance does not meet the Acceptable Quality Level, the County will have the option to apply the following remedies: 1) Suspension of Payment; 2) Suspension of Subaward; 3) Reduce and reallocate funds; 4) Termination of Subaward; and/or 5) Placement in CARD

CONTRACT DISCREPANCY REPORT**TO:****FROM:**

DATES: **Prepared:** _____
 Returned by Contractor: _____
 Action Completed: _____

DISCREPANCY PROBLEMS: _____

Signature of County Representative_____
Date

CONTRACTOR RESPONSE (Cause and Corrective Action): _____

Signature of Contractor Representative_____
Date

COUNTY EVALUATION OF CONTRACTOR RESPONSE: _____

Signature of Contractor Representative_____
Date

COUNTY ACTIONS: _____

CONTRACTOR NOTIFIED OF ACTION:

County Representative's Signature and Date _____

Contractor Representative's Signature and Date _____